

# **JOB OPPORTUNITY ANNOUNCEMENT**

**ANNOUNCEMENT NUMBER: 15-027**

**OPEN TO:** All Interested Candidates

**POSITION:** Visa Clerk, FSN-5\*; FP-9\*

**OPENING DATE:** October 9, 2015

**CLOSING DATE:** October 23, 2015

**WORK HOURS:** Full-time; 40 hours/week

**SALARY:** \*Ordinarily Resident (OR): Position Grade - FSN-5  
\*Not-Ordinarily-Resident (NOR): Position Grade - FP-9 (to be confirmed by Washington)

**NOTE: ALL NON-MOLDOVAN ORDINARILY RESIDENT APPLICANTS (See Appendix A) MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS ALLOWING EMPLOYMENT IN MOLDOVA TO BE ELIGIBLE FOR CONSIDERATION.**

The U.S. Embassy in Chisinau, Moldova is seeking an individual for the position of Visa Clerk in the Consular Section.

## **BASIC FUNCTION OF POSITION**

The jobholder will be responsible for screening visa cases, incoming documentation and information from a variety of sources, such as public counters, National Visa Center, Kentucky Consular Center, mail, phone calls, etc. The jobholder will organize and track visa requests according to a relatively complicated set of laws and procedures so that the Consular Officer or other Visa Adjudicating Official can make decisions and ensure that the legal requirements of the application have been met. The incumbent provides English, Romanian, or Russian oral and written translation as needed.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office. Contact [ChisinauHR@state.gov](mailto:ChisinauHR@state.gov) or 022-408-300.

## **QUALIFICATIONS REQUIRED**

**NOTE: All applicants MUST complete the attached SUPPLEMENTAL NARRATIVE FORM (final page of the vacancy announcement) to address each selection criterion detailed below with specific and comprehensive information supporting each item. Applicants who do not submit a completed supplemental narrative form will not be considered for this vacancy.**

1. Completion of secondary school is required.
2. Minimum two years of work experience in customer service, consular positions or office management is required.
3. Level IV (Fluency) Speaking/Reading/Writing English, Romanian, and Russian is required. Language proficiency will be tested.
4. Must be proficient with Microsoft Office Suite and have good data/keyboard entry skills. Must have good customer service skills. Attention to detail is essential.

## SELECTION PROCESS

When fully qualified, U.S. Citizen Eligible Family Members (USEFMs) and U.S. Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

## ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed U.S. Citizen EFMs who hold a Family Member Appointment (FMA) appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed Not-Ordinarily Residents (NOR) hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.
6. The candidate must be able to obtain and hold a post-issued employment suitability clearance and a medical clearance.

## TO APPLY

**Interested applicants for this position must submit the following for consideration of the application:**

1. Universal Application for Employment as a Locally Employed Staff or Family Member (UAE) ([DS-174](#)); **or**
2. A current resume or curriculum vitae that provides the same information found on the UAE (see [Appendix B](#) below); **or**
3. A combination of both; i.e. Sections 1-24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; **plus**
4. Completed and enclosed Supplemental Narrative Form (see the final page of the vacancy announcement).
5. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
6. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.
7. Copies of valid residence and work permits for Non-Moldovan and American citizens, who are not/not US citizen Eligible Family Members (USEFMs), Eligible Family Members (EFMs) or U.S. citizen Members of Household (MOHs) officially recognized by the Ministry of Foreign Affairs, which are in compliance with host government laws and regulations (if applicable).
8. Information provided on Resume or Curriculum Vitae (CV) **must match** information provided in the Narrative Supplemental Form.

**SUBMIT APPLICATION TO**

U.S. Embassy  
Human Resources Office  
Str. Mateevici 103  
Chisinau, Moldova, MD-2009

**Or:**

FAX: (022) 23-30-44

**Or:**

Email: [ChisinauHR@state.gov](mailto:ChisinauHR@state.gov) – For application submission only. Please indicate the position title in the subject line.

**Only shortlisted candidates will be contacted.**

**CLOSING DATE FOR THIS POSITION: October 23, 2015**

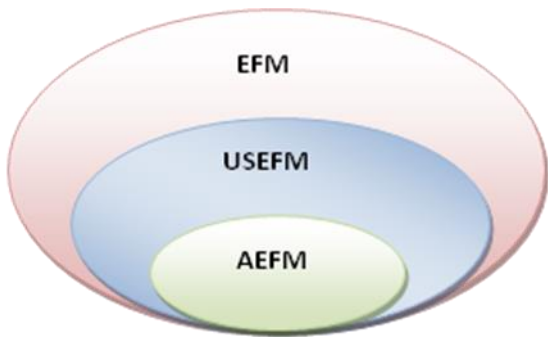
An Equal Opportunity Employer

The U.S. Mission in Chisinau, Moldova provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

## Appendix A

### DEFINITIONS



This diagram demonstrates how an Appointment Eligible Family Member (AEFM) is also a US-citizen Eligible Family Member (USEFM) as well as an Eligible Family Member (EFM).

1. **Eligible Family Member (EFM):** An individual related to a US Government employee in one of the following ways:

- Spouse or same-sex domestic partner (as defined in 3 FAM 1610);
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

2. **US Citizen Eligible Family Member (USEFM):** For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- US Citizen; and,
- EFM (see above) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
  1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
  2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

3. **Appointment Eligible Family Member (AEFM):** EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:

- Is a U.S. citizen; and

- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) or a child of the sponsoring employee who is unmarried and at least 18 years old; and
- Is listed on the travel orders or approved Form OF-126, Foreign Service Residence and Dependency Report, of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan (AIT), and who is under chief of mission authority; and
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan.
- Does not receive a Foreign Service or Civil Service annuity

4. **Member of Household (MOH)**: An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a US Citizen.

4. **Not Ordinarily Resident (NOR)** – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (*OR*, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a US Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

5. **Ordinarily Resident (OR)** – A Foreign National or US citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without US Social Security Numbers are also OR. All OR employees, including US citizens, are compensated in accordance with the Local Compensation Plan (LCP).

## **Appendix B**

If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE.

**Failure to do so will result in an incomplete application.**

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number (if known)
- D. Dates Available for Work
- E. First, Middle, & Last Names as well as any other names used
- F. Current Address, Day, Evening, and Cell phone numbers
- G. U.S. Citizenship Status (Yes or No) & status of permanent U.S. Resident (Yes or No; if yes, provide number)
- H. U.S. Social Security Number and/or Identification Number
- I. Eligibility to work in the country (Yes or No)
- J. Special Accommodations the Mission needs to provide
- K. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class / Type
- L. Days available to work
- M. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- N. U.S. Eligible Family Member and Veterans Hiring Preference
- O. Education
- P. License, Skills, Training, Membership, & Recognition
- Q. Language Skills
- R. Work Experience
- S. References

**Narrative Statement Supplemental Form**  
**Visa Clerk, FSN-5/FP-9**

**Name:**

**Date:**

**INSTRUCTIONS:** Please use the right side column to explain in detail how you meet the qualification for this vacancy announcement. This information will be used to determine if you meet the required qualifications for this position.

<i>Qualification requirements</i>	<i>My qualifications and how they meet the vacancy announcement requirements.</i>
Completion of secondary school is required.	
Minimum two years of work experience in customer service, consular positions or office management is required.	
Level IV (Fluency) Speaking/Reading/Writing English, Romanian, and Russian is required. Language proficiency will be tested.	
Must be proficient with Microsoft Office Suite and have good data/keyboard entry skills. Must have good customer service skills. Attention to detail is essential.	